



Customer ID			USPS® Use Only	
Primary Contact	Telephone Number <i>(include area code)</i>	FAX Number <i>(include area code)</i>	Email Address	
Secondary Contact	Telephone Number <i>(include area code)</i>	FAX Number <i>(include area code)</i>	Email Address	
Company Name				
Street Address <i>(Number, street, suite, apt., etc.)</i>				
City			State	ZIP + 4®

	Number of Records Submitted	X	\$0.015 each each record	=	AEC Total Amount Due <i>(\$15 minimum fee)</i>
AEC Processing					

	AEC & AEC II Total Amount Due
AEC II Processing	\$25.00 minimum fee

File Name

USPS Use Only
Fee Computation Verified

Payment Method

Field Name	Start Position	Field Length	Required Fields
NAME	1	42	Required or "Occupant"
COMPANY NAME	43	66	*
ADDRESS LINE	109	66	Required
CITY	175	28	Required
STATE	203	2	Required
ZIP5	205	5	Required
ZIP4	210	4	*
URBANIZATION	214	28	*
KEY	242	50	Required
CR/LF	292	2	Required
Total Record Length		293	

* All optional fields should be left blank if not data exist.

Web Address:
[<<your user ID>>](https://ribbs.usps.gov/files/aec/customers/)

Email: aec@usps.com (maximum file size: 3 megs)

Make check or money order payable to "United States Postal Service"

☐ Check ☐ Money Order ☐ Visa ☐ MasterCard
☐ Discover ☐ Diners Club ☐ American Express
☐ USPS CAPS Account

Card/Account Number

[illegible]

Card expiration date: _____ / _____
(MM/YY)

The **person signing this request form** accepts total responsibility governing the use of this card/account and agrees to comply with the terms of the issuer, **and the US Postal Service**. Mailer, by submitting this form, represents and warrants the following to the USPS: (1) all information furnished in this form and attachments is accurate, truthful and complete; (2) the **person signing this request form** is authorized to sign and deliver this form and files on the Mailer's behalf; (3) Mailer has read and agrees to the terms and conditions for USPS service set forth in the USPS AEC User Guide; and (4) **Mailer agrees** to pay all fees assessed for AEC/AEC II by the USPS as published by the NCSC.

I understand that anyone who furnishes false or misleading information or who omits information requested on this processing request or attachment(s) may be subject to criminal sanctions (including fines and imprisonment), and/or civil sanctions (including multiple damages and civil penalties). The rights and remedies set forth in 18 U.S.C. 1001 shall be incorporated as if fully set forth herein.

Authorized Personnel (please print)

Signature

Company Name

Address (Number, street, suite, apt., etc.)

City	State	ZIP + 4
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AEC

- AEC and AEC II cannot process packed data or foreign addresses.
- Files submitted for AEC processing only may contain up to 500,000 records.
- A separate processing request and fee are required for each tape/file submitted.
- AEC provides a carrier return and line feed after each record for CDs and electronic files.
- Submit only records with fixed length fields. Do not submit records with comma-delimited fields.

AEC II

- AEC II processes 15,000 records per business day.
- Customers must submit a \$25.00 minimum payment to initiate AEC II processing, in addition to the standard AEC processing fee \$15.00 per thousand records submitted, and agree to make this initial payment and all subsequent payments through either a US Postal Service CAPS account or valid credit card.
- Customers electing to use AEC II will receive all records resolved electronically.
- The initial \$25.00 fee includes resolution of up to the first 100 records resolved through Delivery Force Knowledge.
- After the first 100 records, each resolved record is charged \$0.25 each.
- All fees for AEC II resolved records must be pre-paid before updated address information is returned to the customer.
- ZIP Codes are required on all records submitted for resolution by the AEC II program.
- Customers may select a processing window of 30, 60, or 90 days for their file.